



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

June 18, 2008

Mr. Gerald Ricketts, Plant Manager  
Universal Propulsion Company, Inc.  
Post Office Box KK  
Fairfield, CA 94533

Dear Mr. Ricketts:

RE: **FINAL MONITORING VISIT REPORT** for Universal Propulsion Company – **ET06-0262**

<b>Date of the Visit:</b>	April 17, 2008
<b>Beginning/Ending Time:</b>	9:00 am - 12:00 pm
<b>Date of Last Visit:</b>	January 24, 2007
<b>Visit Location:</b>	Fairfield
<b>Persons in attendance:</b>	Richard Wray, HR Manager, Coral-Lynn Davila, HR Generalist; and Julio Basquez, Jason Sakamoto and Kristie Ohta, Program Analysts with the Employment Training Panel
<b>Action Required:</b>	<b>NO</b>

<b>Term of Agreement:</b>	April 5, 2006 April 4, 2008	<b>Agreement Amount:</b>	\$98,965
<b>Training Start Date:</b>	April 12, 2006	<b>No. to Retain:</b>	173
<b>Date Training must be Completed:</b>	January 4, 2008	<b>Range of Hours:</b>	24 - 135
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	44

Ms. Ohta and Ms. Davila, tried to conducted visits prior the Final visits, but the visits were canceled due to conflicting schedules.

During this visit Mr. Wray and Ms. Davila, requested information for new ETP proposal. Ms. Ohta went over the new requirements of and ETP proposal, and advised Mr. Wray and Ms. Davila, that ETP could not fund another proposal for more than the earned amount in the current proposal of \$56,160. However, once performance is met, ETP would negotiate additional funding, if time permitted.

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Ms. Ohta asked why Universal Propulsion wanted to come back with a new proposal so soon. Mr. Wray advised Ms. Ohta and trainees will be transferred from their Arizona facility and would need the training their current staff has received, also Universal Propulsion would like to provide new training courses to their current staff members.

Ms. Ohta set-up a site visit for May 12, 2008 to go over the pre-application and application for Universal Propulsion to make the June 27, 2008 Panel meeting.

### **FINAL REPORT SUMMARY:**

#### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on April 18, 2006 and training began on April 12, 2006. Your staff reported that all training was completed on January 4, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement of April 4, 2008.

ETP approved one Agreement Technical Amendment on May 1, 2006, which changed the training topic from Business Skills to Management Skills. After the proposal printed for the Panel packet, the contract representative change the training topic from Business Skills to Management Skills.

### **INTERVIEW WITH THE HR Manager & HR Generalist Mr. Wray & Ms. Davila**

- What barriers, if any, did your company experience in implementing your ETP project?  
*We did not experience any barriers with the ETP program. ETP helped us out tremendously with funds to train our employees.*
- What problems, if any, did your company experience with ETP record keeping?  
*We took this project over from a previous employee, there was a little hassle at first with filling out the correct forms and which forms to use, but once we started with the process it was easy.*
- What assistance could ETP have provided that would improve the process for future Contractors?  
*Nothing! Our analyst was only a phone call way. There was no lack of communication between us and our analyst.*
- How did your company benefit from the ETP training?  
*ETP funds and training has allowed us to provide to our staff that otherwise, we might not have been able to do because of the cost. With the assistance of the ETP funded we will be able to provide our customers with better quality material.*

Mr. Wray and Ms. Davila provided ETP Analysts with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 71 (42 percent of planned retentions) trainees for a total reimbursement of \$56, 160 (57 percent of the encumbered amount). The closeout invoice was submitted by April 18, 2008.

Mr. Wray and Ms. Davila, stated even though Universal Propulsion did not earn the full ETP amount in this proposal that the training provided has made a difference to their staff.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Planned Number of Trainees:</b>	173	<b>Total Agreement Hours:</b>	7,700
<b>Trainees Started Training:</b>	188	<b>Training Hours Recorded:</b>	4,325
<b>Trainees Completed 24 hours:</b>	71	<b>Trainees Completed Training:</b>	4,325
<b>Trainees Completed Minimum Hours:</b>	71	<b>Training Hours Potentially Reimbursable:</b>	4,325

**ATTENDANCE ROSTERS:**

Mr. Basquez, Mr. Sakamoto, and Ms. Ohta, completed 100 percent review of all roster documenting ETP funded training. During our review all rosters all rosters were completed corrected, and no errors were found. All rosters reviewed met Panel requirements for documenting the training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

**AUDIT:**

Universal Propulsion will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your program analyst Kristie Ohta at 916.327.5586 or [kohta@etp.ca.gov](mailto:kohta@etp.ca.gov) within ten (10) days from receipt of this report.

Sincerely,



Ruby Cohen, Manager  
Sacramento Regional Office



Kristie Ohta, Program Analyst  
Sacramento Regional Office

cc: Richard Wray – [richard.wray@goodrich.com](mailto:richard.wray@goodrich.com)  
Coral-Lynn Davila – [coral-lynn.davila@goodrich.com](mailto:coral-lynn.davila@goodrich.com)  
Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File